Sleuth Training

Aims:

- To outline the role of behaviour tracking in Whole School Behaviour Management

- To familiarise delegates with key features of the *sleuth* behaviour tracking system

Training Activities will cover the following:

- TASK ONE - Entering an incident

- TASK TWO - Referring an incident to a colleague

- TASK THREE - Entering an incident with more than one action

- TASK FOUR - Entering an incident involving more than one student

- TASK FIVE - Using the Restrict List & Generating Reports

- TASK SIX - Using the Action Calendar and Generating a Behaviour Contract

- TASK SEVEN - Managing the Admin Set Up

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Task One - Entering an Incident

In the first period of the day, Sarah Cambridge is midway through a History lesson. Antonio Garner is asked to begin the written task, which the rest of the group has already begun. Antonio settles to the task but before long has again become disengaged and begins to disturb the rest of the group, particularly the immediate group within which he is working. Again SC has to re-direct him.

At the end of the lesson, as the students' work is checked, it is clear that he has far from completed the task. SC decides to give him an After School Detention in order to complete the outstanding work.

How To: Task One

1. **Incident List Screen**: Click *New Incident* and select *Negative* as the incident type

2. **Incident Screen:** Enter all the known incident details

3. Click *Add Student*

4. **Student Behaviour Screen**: Select the Student name

5. Click the relevant behaviour type(s) on the click-pad

   [Note: you can click on up to 5 behaviours, click *More* to see the full list]

6. Click *Add Action*

7. **Action Screen:** Select Actioner (the name of the Staff member responsible for assigning the action)

8. On the click-pad, click the action to be taken

9. Click *OK* and then click *OK* twice more to return to Incident List screen

Task Two - Referring an incident to a colleague

Part One

It is midway through period 4 and Jon Kingsley is teaching English to a Year 9 group. He has asked them to read through a passage of text and complete a series of short written tasks. Having settled to task, one of the class, Carl Atkinson, begins to disturb others by pushing their exercise books off the table. JK points out to Carl that his behaviour is preventing others working and asks him to stop.

Minutes later he is out of his seat disturbing another group of students by taking their equipment and throwing it across the classroom. Again JK challenges the student and he returns to his seat but continues to disturb those around him and despite encouragement refuses to start the assigned task.

He is disruptive for the rest of the lesson and has completed none of the set activities by the lesson end. JK decides to refer the incident to Andrea Bradford, Head of English.

Part Two

Andrea Bradford, Head of English logs into *sleuth* to check if any incidents have been referred to her. She finds the incident referred to her by John Kingsley and edits the information entered. As HoD she decides to put Carl Atkinson into after school detention.

How To: Task Two - Part A

Create a new incident reflecting the disruption caused by Carl Atkinson in Jon Kingsley's English lesson. [Tip: Follow process in Task 1 up to step 6]

1. **Action Screen**: Update the Actioner name to Andrea Bradford

2. Select *Referred to Head of Department* from action options

3. Tick the Follow Up box

4. Click *OK* and then *OK* twice more to return to Incident List screen

5. **Incident List Screen**: Click *Exit* to log out of *sleuth*

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How To: Task Two - Part B

1. **Login Screen**: Log in as Head of Department Andrea Bradford [Username *sleuth*, Password *sleuth]* to see if any incidents have been referred to you

2. **Incident List Screen**: Click the *Restrict List* button

3. **Restrict List Screen**: Select Actioner *Andrea Bradford*

   Set Follow Up to *Yes*

   Click *OK.* The Incident List Screen now only shows those incidents that require Andrea Bradford's attention. Note the red text at the bottom of the screen.

3. **Incident List Screen**: Select the incident for Carl Atkinson, click *Edit Incident*

4. **Incident Screen**: Carl Atkinson is highlighted in the student list. Click *Edit Student*

5. **Student Behaviour Screen**: Click *Follow Up* to enter a Follow-up action

6. **Action Screen**: Select *After School Detention* as the action to assign and set the Action Start Date to a week from now

7. Click *OK* and then *OK* twice more to return to Incident List screen

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Task Three - Entering an Incident with more than one action

It is mid way through lunch break and Neil Smart has been stopped in the dining hall by Peter Campbell for verbally abusing another member of his Year Group. Because of the severity of the language PC decides to refer the matter to Neil's Year Head, Anne French. She assigns Neil an After School Detention and generates a letter to inform his parents.

How To: Task Three

1. **Incident List Screen**: Click *New Incident* and select Negative. Enter the required incident information. Click *Add Student*

2. **Student Behaviour Screen**: Enter Neil Smart, and click the behaviour *Verbal Abuse to Peer*. Click *Add Action*

3. **Action Screen:** Update <u>Actioner</u> to Anne French, select action *Referred to Head of Year*. Tick <u>Follow Up</u> and then click *OK*

4. **Student Behaviour Screen**: Click *Add Action*

5. **Action Screen**: Update <u>Actioner</u> to Anne French, select action *After School Detention.* Set <u>Action Start Date</u> to one week from now

   Click *Document*

6. **Document Screen**: Review the generated letter. Add a short paragraph

   Click *OK* to return to the Action Screen

7. Click *OK* three times to return to the Incident List screen

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Task Four - Entering an Incident involving more than one student

Peter Campbell is on lunch duty, it is coming towards the end of the lunch break. As he is walking through the corridors he comes across a group of three students pulling down a wall display. All students, Jade Barker, Alexandra Collins and Antonio Garner are equally involved in the incident.

Peter Campbell reprimands the students and refers the incident to the form tutor Rob Heath.

How To: Task Four

1. **Incident List Screen**: Click *New Incident* and select Negative.

2. **Incident Screen**: Enter the required incident information. Click *Add Student*

3. **Student Behaviour Screen**: Enter <u>Student</u> Jade Barker, and click the behaviour Physical Destruction. Click *Add Action*

4. **Action Screen**: Update Actioner to Rob Heath, select *Referred to Form Tutor*, tick <u>Follow Up</u>. Click *OK* and click *OK* again to return to Incident Screen

5. **Incident Screen**: Click *Copy Behaviour*

6. **Student Behaviour Screen**: You are prompted to see if you wish also to copy any actions assigned to Jade. Answer Yes to copy both behaviour(s) and actions to the second student

7. Enter <u>Student</u> as Alexandra Collins. Click *OK* to return to Incident Screen

8. **Incident Screen**: Click *Copy Behaviour* and repeat steps 6 and 7 for student Antonio Garner

9. **Incident Screen**: Note that in the student list all the students are marked for Follow-up

   Click *OK* to return to the Incident List Screen

10. **Incident List Screen**: Note there are three entries in the list, one for each student, for the same incident number

Task Five - Using the Restrict List and Generating Reports

Reports can be generated in *sleuth* which use all of the information entered from the incident report forms. There are a variety of Report formats with which to present the information of your choice

How To: Task Five - Part A

To report on negative incidents only

1. **Incident List Screen**: Click *Restrict List*

2. **Restrict List Screen**: For <u>Behaviour Type</u>, click the Negative radio button. Click *OK*

    The Incident List will now show only Negative incidents, note the red text at the bottom of the list.

3. **Incident List Screen**: Click *Report*

4. **Report Screen**: Select the following
    Chart Report
    Listed Incidents Only
    Bar Chart
    Incidents by Subject
    Click *Preview* to view the report

5. **Report Selection Screen**: Click *Close* to return to the Report Screen.

    [Select File - Print or click the printer icon to print the chart report]
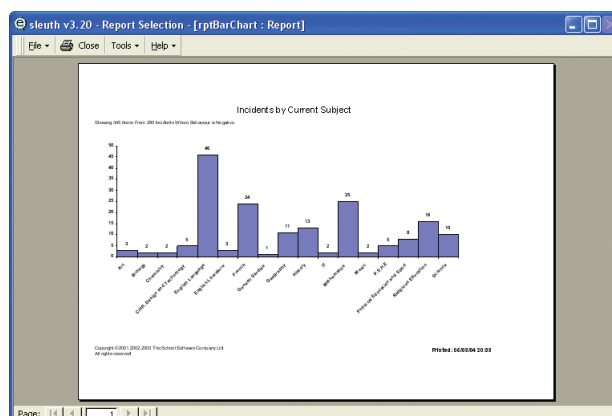
6. Click *Cancel* to return to the Incident List Screen

How To: Task Five - Part B

Following on from task five, now analyse the list of negative incidents in the subject area with the most recorded incidents: *English Language*

1. **Incident List Screen**: Click *Restrict List*

2. **Restrict List Screen**: For <u>Behaviour Type</u>, the Negative radio button will still be set. Select English Language in the <u>Subject</u> field. Click *OK*

   The Incident List will now show only Negative incidents that have occurred in English Language, note the red text at the bottom of the list.

3. **Incident List Screen**: Click *Report*

4. **Report Screen**: Select the following
   Chart Report
   Listed Incidents Only
   Text
   Incidents by Behaviour
   Click *Preview* to view the report

5. **Report Selection Screen**: Click the printer icon to print the chart report.

   Select File - Export (Copy) to copy the text. You can then Paste it into another application, e.g. an email, Word or Excel

   Click *Close* to return to the Report Screen.

Task Six: - Using the Action Calendar and Generating a Behaviour Contract

It is the Middle of Lesson 2, English, and the group are spending 15 minutes reading quietly. On two occasions, teacher Yvonne Figgis has asked student Adam Watkins to return to his seat and stop disturbing other students around him. On the third occasion YF asks Adam to return to his seat at which point he responds "Make Me". YF decides to refer the incident to Adam's Head of Year, Anne French.

Adam's behaviour has been of concern to Anne French so she uses the Action Calendar to view the range of sanctions that the school has used to respond to Adam's behaviour. She decides to place Adam "On Report".

How To: Task Six - Part A

1. **Incident List Screen**: Click *New Incident.* and select *Negative*. Enter the required incident information. Click *Add Student.*

2. **Restrict List Screen**: Enter Adam Watkins, and click the behaviours: <u>Out of Seat</u>, <u>Refusal to Follow Request</u>, <u>Disturbing Others</u>. Click *Add Action*

3. **Action Screen**: Update the <u>Actioner</u> to Anne French and check the <u>Follow Up</u> flag so that and then click OK, click action <u>Referred to Head of Year.</u>

4. Click OK on the Action Screen, Student Behaviour Screen and Incident Screen to save the Incident

5. **Incident List Screen**: Click Exit to logout and confirm.

How To: Task Six - Part B

Start sleuth and login as HoY: Anne French [<u>Username</u> *sleuth*, <u>Password</u> *sleuth*]

1. **Incident List Screen**: Click *Restrict List*

2. **Restrict List Screen:** Find all the incidents that have been referred for your attention: Enter <u>Anne French</u> as Actioner and check the <u>Follow-Up</u> flag.

   Click *OK* to return to the Incident List screen.

How To: Task Six - Part B.. continued

3. **Incident List Screen**: Select the incident involving Adam Watkins and click *Edit Incident*, then *Edit Student,* then click *Follow-Up* to follow-up the Referred to HoY action with a further action.

4. **Action Screen**: Review the student's action history by clicking *Action Calendar.*

   The action calendar shows all the recorded behaviours and subsequent actions taken for this individual in descending date order. Click *OK* to return to the Action Screen.

5. **Action Screen**: Select the On Report action to place Adam Watkins on a behaviour report contract for 5 days.

   Check the Follow-up flag, and enter the Action Start and Action Return dates, Note: the Return date is the day after the action completes, so the first school day off report in this case.

   The 'On Report' action can have a Behaviour Contract generated. Click the *Add Contract* button.

6. **Behaviour Contract - Set-up Screen**: You can filter the behaviours to consider for the behaviour contract using the Restrict List. For example: those occuring this term or just those in a particular subject. Click *Restrict List.*

   Note the default is to consider all Negative incidents for this student [Adam Watkins in this case]

7. **Behaviour Contract - Restrict Screen:** Click *OK* to consider all negative behaviour for Adam Watkins on this contract.

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How To: Task Six - Part B.. continued

8. **Behaviour Contract - Statement Screen**: This screen displays the statements for each behaviour ranked in order of the frequency.

   In the Contract Description field, enter **Adam Watkins- Year 7 Report Card**

   Check the 3 most frequently occurring behaviours for inclusion on the contract.

   Click *OK* to generate the contract.

9. **Behaviour Contract Screen:** Each statement is listed as it will appear on the printed behaviour contract.

   Click *Print Contract*

   Select Today to print a contract for today to issue to Adam Watkins.

10. **Behaviour Contract Print:** Each statement is listed with a box for each period. Staff can initial, tick or score each statement.

    Click the *Printer* icon

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How To: Task Six - Part C

1. Issue the contract/report card to Adam Watkins to take to each lesson and get signed off by the lesson teacher.

   When interviewing Adam Watkins at the end of the school day, enter the contract results in *sleuth* and print the next day's report.
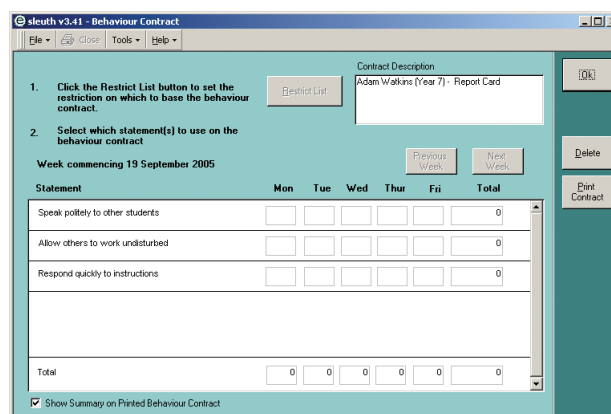
2. Behaviour Contract Screen: Select the incident involving Adam Watkins in English. Click *Edit Incident*, *Edit Student* and then select the On Report action and click *Edit Action*.

   Click *Edit Contract*

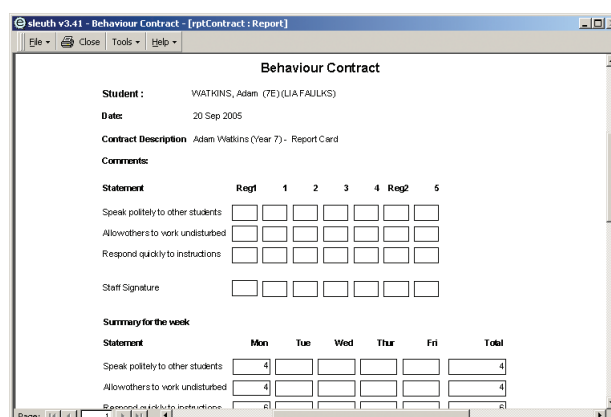3. **Behaviour Contract Screen:** Enter the totals for Monday on the screen for each statement.

   Click *Print Contract*.

   Select Tomorrow to print a contract for the next day to issue to Adam Watkins.

4. **Behaviour Contract Print:** Each statement is listed with the correct date and previous day's scores displayed.

   Click the *Printer* icon

## Task Seven - Managing the Admin Set Up

It is possible to adapt *sleuth* to any school's environment and behaviour policy by customising the maintenance tables. All the lookup lists and selections can be changed to use your own consistent language and descriptors.

How To: Task Seven - Part A

1. **Login Screen**: Login as the admin user using Username *admin* and Password *admin*. Click *OK*

2. **Maintain Tables Screen**: Select Negative Behaviours. Click *Edit Tables*

   Note the other tables in the list that you can adapt: Classroom activities, Class Layouts, Locations, Staff, Students, Sanctions, etc
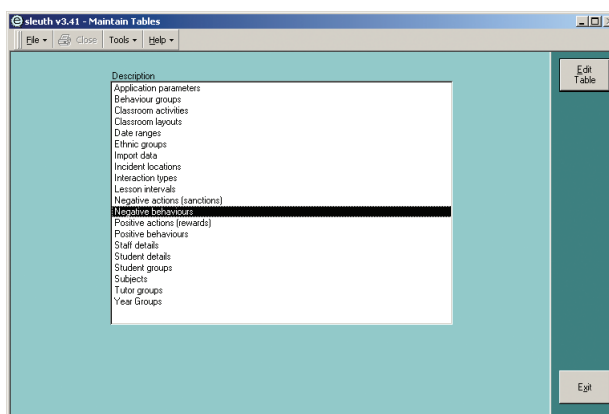
3. **Negative Behaviour Lookup Screen**: Click *Add Entry* then enter the new behaviour type

   Description: Enter 'Email Abuse'

   Short code: 'Email'.

   Sort Order Nbr: use to rank the behaviour (e.g. in severity order)

   Behaviour Group: use to group similar behaviours for reporting trends

4. Click *Save* and then *OK* to return to Maintain Tables list.
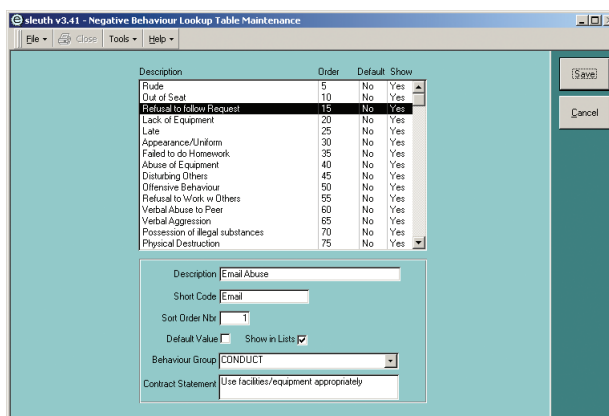
Task Seven - Managing the Admin Set Up.. continued

All the lookup lists can be managed in a similar way, entries can be added, edited, deleted or removed from view. In most cases you can also determine the order in which entries appear for selection and the default entry selected when a new incident is created.

How To: Task Seven - Part B

Remove one of the pre programmed negative behaviour types from the Negative Behaviour Table.

1. **Maintain Tables Screen**: Select Negative Behaviours. Click *Edit Tables*

2. **Negative Behaviour Lookup Screen**: Select Refusal to Follow Request in the list of behaviours and click *Delete Entry*

    Click *Yes* to the confirmation message. A message appears: 'Related record(s) exist. Cannot delete record', which means this behaviour has been used in an incident already. Click *OK*

3. Click *Edit Entry* and untick Show in Lists

4. Click *Save* and then click *OK* to return to Maintain Tables list.

Note: Any incidents already recorded using *Refusal to Follow Request* will still be included in the reports. For new incidents *Refusal to Follow Request* will now not appear on the behaviour click-pad for selection.

There are 5 manuals on the *sleuth* CD that you can read and print-out:

User Manual - Describes how to use *sleuth*, from logging-in to entering incidents, generating letters, using the restrict list and running the reports

Setup/Admin Manual - Describes how to set-up and administer *sleuth*. How to customise *sleuth* to your behaviour policy including adding your own behaviour types, sanctions, rewards, letters and how to use behaviour points

Import Notes - How to get student and staff details from your school administration system into *sleuth* and how to update *sleuth* with new student details, for example new intake and promoting year groups

Installation Manual - How to install *sleuth* from the sleuth CD

Latest Release Notes - The new features added to this release of *sleuth* and instructions for how to upgrade previous releases